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CITY OF GREENVILLE

POLICY NO. HR-23

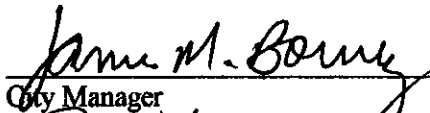
DATE: July 01, 2004

SUBJECT: Employee Health Policy

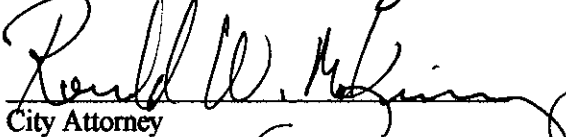
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APPROVALS:



City Manager



City Attorney



Human Resource Director

I. Purpose

The purpose of this policy is to describe services provided by the Occupational Health Clinic in furtherance of improving the health of City employees and reducing the expense associated with occupational injuries.

II. Scope

This policy applies to all classified full-time and part-time employees of the City of Greenville.

III. Policy

It is the policy of the City of Greenville, SC to promote the general health of all employees. The City provides an Occupational Health Clinic for the purpose of treating minor injuries to employees and identifying health-related problems through health screening services.

IV. Annual physical examinations

Annual physicals shall be performed in the Occupational Health Clinic for Law Enforcement Officers, Firefighters, drivers of large trucks and motorized equipment, and other such employees as may be required by the safety sensitive nature of their jobs. Appointments for examinations will be scheduled by the Occupational Health Nurse, and a list will be made available one (1) month in advance to Department Heads.

It is the responsibility of Department Heads to ensure that each scheduled employee reports to the Occupational Health Nurse on the date scheduled, or to make arrangements for another appointment. When an employee fails to meet specific health requirements in a physical examination, and a limitation is placed on that employee's work duties, a copy of the recommended restrictions will be forwarded to the Human Resource Director, Department Head, Division Manager and the affected employee.

These examinations shall include all Commercial Drivers License (CDL) requirements and appropriate procedures for employees according to age and job requirements.

All employees, including those whose positions are not safety sensitive, are entitled to, and encouraged to take advantage of, an annual physical examination provided by the City through the Occupational Health Clinic. These examinations are at no-cost to the employee and may be scheduled voluntarily by contacting the Occupational Health Nurse.

V. Pre-placement physicals

All applicants who are made provisional offers of employment with the City of Greenville are given a pre-placement physical examination by the Occupational Health Nurse and City Doctor.

An interview and medical history are maintained in the Occupational Health Clinic on each employee.

The Occupational Health Nurse will provide the Human Resource Department a statement of the applicant's physical fitness for work.

On occasion, an applicant may be required to furnish additional information to the Occupational Health Nurse concerning a current or pre-existing medical problem, or provide a current evaluation of his/her condition from his/her treating physician. Should any expense be incurred in providing this information to the Occupational Health Nurse, it will be at the applicant's expense. The Occupational Health Nurse may require an applicant to report to the Occupational Health Clinic for a blood pressure recheck, urinalysis, etc., on a one-time basis or periodically.

VI. Illnesses and Injuries

An occupational injury or illness is a personal injury or illness arising out of, and in the course of, employment as defined by South Carolina codes.

A. Emergency Treatment

Normally the injured or sick employee will be taken to the Occupational Health Clinic for treatment. If the injury appears critical, the employee, at the direction of the supervisor or designee, shall be taken to the nearest hospital facility for treatment as expeditiously as possible. The Occupational Health Nurse shall be advised as soon as possible of the incident.

It is the responsibility of the Occupational Health Nurse to notify the employee's department if an employee is unable to return to work. The physician and/or the Occupational Health Nurse will determine when an injured employee is to lose time, or be assigned to restricted work.

Fatalities, and injuries which call for "emergency" action, will be reported by the on-site supervisor, by telephone, to the Risk Manager, 467-4437, the Occupational Health Nurse, 467-4534, and the Department Head, during duty hours, *immediately* after the emergency is under control. If they occur after duty hours, the report will be made at the beginning of normal duty hours the next morning; the report will provide the name of the victim, and when, how, and where the accident occurred.

B. After Hours Treatment

The normal operating hours of the Occupational Health Clinic are 8:00 a.m. to 5:00 p.m., Monday through Friday.

If an injury appears to be *non-critical*, and it occurs before, or after, these hours, the supervisor or his/her designee will make the determination to send the injured employee to an approved medical facility for treatment or wait until he or she can be seen at the Occupational Health Clinic.

If the injury appears to be *critical*, the employee, at the direction of the supervisor or his/her designee, shall be taken to the nearest hospital facility for treatment as expeditiously as possible.

Emergency Medical Service (EMS) ambulance service will be called for seriously-injured or ill employees.

When treated after duty hours, the injured employee should report to the Occupational Health Nurse the following day for all essential paperwork to be filed with South Carolina Workers' Compensation Commission, and to allow the Occupational Health Nurse to make an assessment of the employee and plan the follow-up treatment. The supervisor should notify the Occupational Health Nurse at 8:00 a.m. the following shift after an injury of the name and condition of the employee. Written Supervisor reports should be filled out as soon as possible and forwarded to the Occupational Health Nurse.

C. Non-emergency Treatment

In all non-emergency cases, the injured employee will report to, or be taken to, the Occupational Health Clinic for treatment. The Occupational Health Nurse will render appropriate treatment.

It is the responsibility of the Occupational Health Nurse to notify the employee's department if she determines he or she is unable to return to work.

D. Medical Clearance

All City employees are required to report to the Occupational Health Nurse for a Return-to-Work Permit following an absence due to illness or injury of *three days or more*. All employees must report to the Occupational Health Nurse after any absence of *less than three days* if the employee sustained an occupational injury or illness, or has had emergency room or hospital care.

An employee who is returning to work after an absence shall provide to the Occupational Health Nurse from his/her physician, emergency room, etc., a statement in writing which shall include diagnosis, date he or she can return to work, and what limitations, if any, are to be placed on his/her employment. *The supervisor will not return the employee to work unless the employee has a Return-to-Work Permit from the Occupational Health Nurse.*

It will be the responsibility of the individual employee to keep his/her department informed of his/her ability to work status. This will be done in accordance with the individual's department requirements, but not more seldom than once per week.

E. Off-the-job Injuries and Illness

The Occupational Health Nurse will render limited treatment for off-the-job injuries/illnesses. All City employees are entitled to courtesy treatments in the Occupational Health Clinic such as nonprescription medications, blood pressure checks, bandages, tetanus shots, etc.

An off-the-job injury may be treated by the Occupational Health Nurse, or be referred to a physician chosen by the employee.

An employee, injured while off duty, who falsely claims an on-the-job, workers compensation, injury or illness, or an employee who collaborates on such a fraudulent claim, is committing a MISDEMEANOR, and will be subject to the full penalties of the law and disciplinary action by the appropriate authorities.

VII. Responsibilities of ill and/or injured employees

1. Report the injury or illness immediately to his/her supervisor, even though it appears to be minor.
2. Receive treatment, at the direction of the supervisor or his/her designee at the Occupational Health Clinic or at a designated medical facility.
3. Ensure that the Occupational Health Nurse is promptly notified during her next shift of any emergency visit to the doctor, clinic, or hospital and the nature of the emergency.
4. Follow instructions of the treating physician and Occupational Health Nurse. This includes keeping appointments when referred to other medical services.
5. Assist the supervisor in filling out the Supervisor Injury Report.
6. Send all bills, notes, or Return-to-Work slips relating to the injury or illness to the Occupational Health Nurse.
7. Obtain a Work Release Form from the physician and deliver the form to the Occupational Health Nurse before returning to work.

VIII. Responsibilities of those supervising employees who are injured

1. Send the employee to the Occupational Health Clinic, if needed, for non-critical injuries and properly record the injury.
2. If the injury appears to be critical, take or send the employee to the nearest hospital facility for treatment as expeditiously as possible. Ambulance service will be called for seriously-injured employees (EMS call 9-1-1)
3. Send notification to the Occupational Health Nurse as soon as possible, within 24 hours after the accident was first reported.
4. Notify the Occupational Health Nurse if an employee is losing any time from work.
5. Notify Occupational Health Nurse before allowing an employee to return to work after a lost-time injury.
6. Send all bills, medical reports, or notes to Occupational Health Nurse.

7. Notify Occupational Health Nurse if the employee loses additional time as a result of the same injury.
8. Report the injury to his/her supervisor.